

VENDOR OUTREACH SESSIONS

NOTICE: All visitors to the Government Printing Office are required to sign in (and provide a picture ID) at the Guard's Desk. Therefore, you should plan to arrive at least 15 minutes prior to your scheduled appointment to allow enough time for processing. As always, VOS appointments will begin on time. We cannot promise that missed or late appointments can be rescheduled.

The General Procurement Division of the Government Printing Office (GPO), sponsors a series of business vendor outreach sessions (VOS). The purpose of these sessions is to provide the business community the opportunity to meet with GPO personnel to discuss their capabilities and learn of potential procurement opportunities.

Due to the popularity of this event, vendors must schedule an appointment, in advance, with the Chief, General Procurement Division. Appointments are limited to 30 minutes to allow all vendors an equal opportunity to introduce their company. A computer with overhead projector for Powerpoint demonstrations is available. The first available appointment begins **promptly** at 9:00 a.m., and the last appointment starts at 2:30 p.m. A follow-up meeting with GPO personnel may be scheduled for a later date, if appropriate.

The following tips are provided to help make your attendance at our Vendor Outreach Sessions a success:

1. Visit the GPO web site to familiarize yourself with our mission.
2. **Call the Chief. Generally, the Chief will begin taking requests for appointments one month prior to the session. The VOS is very popular. If you show up without an appointment, you will not be able to meet with the Chief.**
3. Prepare marketing materials such as business cards, brochures, capability statements, line cards, etc. and bring sufficient quantities to distribute. Bring extra materials for networking opportunities with other GPO personnel that may be in attendance.
(Note: Metro access from Union Station is available; however, **free** parking spaces are available at lot 16 but are limited and must be requested from the GPO Police.

We look forward to meeting with you.

Andy Anderson
Chief, General Procurement

Cancellation Policy: If the Federal Government is closed due to inclement weather, the scheduled VOS will not be held. Information on the operating status of the Federal Government in the DC Metropolitan Area is provided by the [Office of Personnel Management](#).

Directions to GPO Vendor Outreach Sessions

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